



Program Statement

OPI: HRM
NUMBER: 3713.22
DATE: 8/26/2002
SUBJECT: Upward Mobility
Program
Central Office

1. **PURPOSE AND SCOPE.** To establish guidelines for the Central Office's Upward Mobility Program.

The Upward Mobility Program is designed to develop career opportunities for lower level employees who are in positions or occupational series which do not enable them to achieve their full employment potential.

2. **SUMMARY OF CHANGES.** This revision amends grade levels for targeted upward mobility positions and includes program changes identified in the Human Resource Management Manual, Chapter 7.

3. **PROGRAM OBJECTIVES.** The expected results of this program are:

Employees will be assisted to identify and fulfill their career goals.

- ! Employees and managers will be provided a system to enable them to better use their knowledge, skills, and abilities.
- ! Training and developmental opportunities will be provided for employees to enable them to meet the current and future mission of the Bureau.
- ! Employees will be motivated to achieve their full potential, enhancing morale and employee satisfaction.

4. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 3713.18 Upward Mobility Program Central Office
 (6/4/99)

b. Directives Referenced

PS 3000.02 Human Resource Management Manual (11/1/93)
PS 3713.21 Affirmative Action and Diversity Management
 Program (5/16/01)

5 CFR 536.104

5. STANDARDS REFERENCED

American Correctional Association 3rd Edition Standards for
Adult Correctional Institutions: None

American Correctional Association 2nd Edition Standards for
Administration of Correctional Agencies: 2-CO-1C-01,
2-CO-1C-09, 2-CO-1C-13, and 2-CO-1C-14

American Correctional Association 3rd Edition Standards for
Adult Local Detention Facilities: None

American Correctional Association Standard for Adult
Correctional Boot Camp Programs: None

6. ELIGIBILITY. The Upward Mobility Program is open to
permanent Bureau employees who:

- ! Have served one year of service in a single interval
 job series GS-1 to GS-8.
- ! Are wage grade employees who have served one year of
 service within the Bureau.
- ! Are supervisory employees in a single interval position
 below the GS-09 level.

7. **RESPONSIBILITIES.** The Central Office Human Resource Manager and Employee Development Manager are jointly responsible for developing and implementing the Upward Mobility Program including:

- ! counseling employees,
- ! explaining the nature of the program,
- ! determining career interests, and
- ! planning activities.

8. **TARGETED UPWARD MOBILITY POSITIONS.** The following positions have been identified as Upward Mobility positions. When vacancies occur in these positions, consideration must be given to advertising them at the lowest grade level to enhance opportunities for selections under the Upward Mobility Program.

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| a. Employee Development Specialist | GS-235-5/7 |
| b. Budget Analyst | GS-560-5/7 |
| c. Computer Specialist | GS-334-5/7 |
| d. Traffic Management Specialist | GS-2130-5/7 |
| e. EEO Specialist | GS-260-5/7 |
| f. Management Analyst | GS-343-5/7 |
| g. Marketing Specialist | GS-1101-5/7 |
| h. Paralegal Specialist | GS-950-5/7 |
| i. Personnel Staffing Specialist | GS-212-5/7 |
| j. Personnel Management Specialist | GS-201-5/7 |
| k. Quality Assurance Specialist | GS-1910-5/7 |
| l. Safety & Occupational Health Specialist | GS-018-5/7 |

9. **CAREER DEVELOPMENT PROGRAM.** Career Development Programs are designed to help employees identify career goals. Employees have the opportunity to achieve their goals through preparation of Position Development Plans, including:

- ! formal training,
- ! developmental assignments,
- ! cross-development courses,
- ! self-study courses,
- ! counseling, and
- ! mentoring.

/s/

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